



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:

COUNCIL

POLICY NUMBER: CO 13

POLICY TITLE: YEARS OF SERVICE AWARD PROGRAM / EMPLOYEES AND COUNCILLORS	Page 1 of 1
Date Adopted by Council / Motion Number:	11.04.206

POLICY:

To give recognition for years of service received from staff and Councillors for their dedication and commitment to the Municipality.

This policy applies to all staff (wage or salary) and Councillors.

1. Recipients of the "Years of Service Award Program" will be presented with a gift for the appropriate year, and will receive a gift of appreciation in the value identified as follows:

3 Years	\$ 100 value gift	18 Years	\$ 350 value gift
6 Years	\$ 150 value gift	21 Years	\$ 400 value gift
9 Years	\$ 200 value gift	24 Years	\$ 500 value gift
12 Years	\$ 250 value gift	27 Years	\$ 750 value gift
15 Years	\$ 300 value gift	30 Years	\$1,000 value gift

Should a retirement/resignation occur between the years listed above, Council has the option of giving recognition as they deem appropriate.

2. The Years of Service Awards will be presented to the individuals receiving the awards at the annual summer or winter municipal event.
3. A record is to be kept on all employees and Councillors to indicate the number of complete years of service.
4. For Employees, awards will be issued only after the completion of the years of service.
5. The "Years of Service Award Program/Employees and Councillors" recognizes seasonal employees based on hours of employment equating to one year of service.

(Original signed copy on file)
REEVE

C.A.O.